

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

FORM

SA-51114A

2002 SERVICE ANNUAL SURVEY**DATABASE AND DIRECTORY PUBLISHERS****DUE
DATE** ➔

NOTICE — Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

RETURN COMPLETED FORM TO

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47132-0001

Any questions call
1-800-772-7851 weekdays,
8:30 a.m. to 5:00 p.m. EST

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(Please correct any error in name, address, or ZIP Code)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

Item 1 SURVEY COVERAGE

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in publishing compilations and collections of information or facts that are logically organized to facilitate their use. These collections may be published in print or electronic form. Electronic versions may be provided directly to customers by the location or offered through on-line services or third-party vendors. (Examples include business directory publishers, mailing list publishers, telephone directory publishers, etc.).

Does the above coverage describe this firm's business activity?

0001

1 ☐ Yes — Continue with Item 32 ☐ No — Specify your business activity and continue with Item 3 ➔

0002

Item 2 NOT APPLICABLE TO THIS FORM**Item 3 REPORT PERIOD**

Mark (X) the one box which best describes the period covered by your report.

0006

1 ☐ Calendar year — Go to Item 4A

If the data reported are for a period other than the "calendar year," please enter the beginning and ending dates.

2 ☐ Fiscal year3 ☐ Less than 12 months } ➔**From****To****2002**

Month Day Year

0007

0008

Item 4A	REVENUE	Key code	2002			
			Bil.	Mil.	Thou.	Dol.
<p>Report all revenue before any items of cost or expenses are deducted, but after allowances for cash or other discounts, advertising agency commissions, newsstand and carrier commissions, etc. Exclude intracompany transfers.</p> <p>Enter "0" in items where applicable.</p> <p>Do Not combine data for two or more detail lines.</p> <p>Directories – Report revenue from the sale of directories of systematically organized contact information. Descriptive information on persons, organizations, publications, or other entities is often included. Some examples are telephone directories, business and trade directories, and municipal and city directories.</p> <p>Databases and other collections of information – Report revenue from collections of data or bodies of information in which the primary content is other than contact information. These are usually compiled and organized for rapid retrieval by computer. Custom designed databases are included.</p> <p>Line 1 – Print directories, databases, and other collections of information – Report revenue from the sale of directories, databases and other collections of information published in print form.</p> <p>Line 2 – Internet directories, databases, and other collections of information – Report revenue from the sale of directories, databases and other collections of information published on the Internet.</p> <p>Line 3 – Other media directories, databases, and other collections of information – Report revenue from the sale of directories, databases and other collections of information published in media other than print or on the Internet. Examples include physical media such as CD-ROM, microfilm, and diskette.</p> <p>Line 4 – Rental or sale of mailing lists – Report revenue from the sale of lists of names, addresses, and other contact information created to market or promote to a specific group such as those sharing a common interest, purchase history, membership affiliation, or contribution history. These lists are usually rented or sold for one time or limited use and are frequently produced on labels.</p> <p>Line 5 – Contract printing services – Report revenue from printing publications of any type for others. Examples include books, magazines, pamphlets, posters, and calendars.</p> <p>Line 6 – Sale or licensing of rights to content – Report revenue from selling or licensing the right to reproduce all or part of a work of intellectual property for an agreed period of time. This includes the right to reproduce or adapt to another format, medium, language or territory. Exclude outright sale of rights in perpetuity.</p> <p>Line 7 – Publishing services for others – Report revenue from publishing of directories, mailing lists, databases and other collections of information, books, periodicals, journals, etc., for others (including self-publishing authors) who maintain copyright and editorial control. Vanity book publishing is included, as well as technical services related to publishing such as editing, proofreading, content development, research and writing, and word processing. The services may be bundled or separate. Printing and distribution services provided in combination with activities listed above are included. Exclude graphic design services.</p>		<p>An estimate is acceptable if a book figure is not available.</p> <p>1. Directories, databases, and other collections of information – Print</p> <p>a. Subscriptions and sales 600</p> <p>b. Advertising 602</p> <p>2. Directories, databases, and other collections of information – Internet</p> <p>a. Subscriptions and sales 1149</p> <p>b. Advertising 1148</p> <p>3. Directories, databases, and other collections of information – Other media (exclude print and Internet)</p> <p>a. Subscriptions and sales 1151</p> <p>b. Advertising 1150</p> <p>4. Rental or sale of mailing lists 1231</p> <p>5. Contract printing services 604</p> <p>6. Sale or licensing of rights to content 639</p> <p>7. Publishing services for others 1224</p> <p>8. Other services revenue – Specify 1163 0000 749</p> <p>9. TOTAL REVENUE 002</p>				
<p>Item 4B E-COMMERCE RECEIPTS/REVENUE</p> <p>Report sales and receipts from any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods and services may or may not be made online. Please see the General Instructions sheet for further clarification before completing this item.</p> <p>An estimate is acceptable if a book figure is not available.</p> <p>1. Did your firm have e-commerce receipts/revenue during 2002?</p> <p>0011 <input type="checkbox"/> Yes — Enter the date your firm began e-commerce sales. 0010 0000 <input type="checkbox"/> No — Continue to Item 4C.</p> <p>2. What was your firm's e-commerce receipts/revenue for 2002? (Include e-commerce receipts/revenue in Item 4A. Exclude sales taxes.)</p>		<p>Month (i.e., June=06) Year (i.e., 2002=02)</p> <p>Key code 2002</p> <p>005 0000 0000 0000 0000</p>				
<p>Item 4C EXPORTS</p> <p>An estimate is acceptable if a book figure is not available.</p> <p>Note — An export is a tangible or intangible product (e.g., good, license agreement, reproduction right, service) that is sold or transferred to a customer or client (individual, government, business establishment, etc.) located outside the United States (i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. possessions). Include revenue from single copy and subscription sales, and advertising sales to customers or clients located outside the United States. Include products transferred to, sold to, or services performed for unaffiliated and affiliated foreign firms (i.e., foreign parent firms, subsidiaries, branches, etc.). Exclude products provided to domestic subsidiaries of foreign firms.</p> <p>Did the total revenue reported in Item 4A include any amounts received for exported services or products?</p> <p>0009 <input type="checkbox"/> Yes 0000 <input type="checkbox"/> No</p>		<p>Key code 2002</p> <p>004 0000 0000 0000 0000</p>				

Item 4D	PURCHASED PRINTING EXPENSES	Key code	2002			
			Bil.	Mil.	Thou.	Dol.
An estimate is acceptable if a book figure is not available.						
Report cost of purchased printing _____ →		620				
Item 4E	INVENTORIES AT END OF YEAR (DECEMBER 31, 2002)	Key code	End of 2002			
			Bil.	Mil.	Thou.	Dol.
An estimate is acceptable if a book figure is not available.						
Report inventories at cost or market value using generally accepted accounting methods.						
a. <u>Finished goods and work-in-process</u>		621				
b. <u>Materials, supplies, fuel, etc.</u>		622				
c. TOTAL inventories		623				

< PLEASE CONTINUE TO ITEM 5 >

**Please return the completed form in the enclosed envelope.
If you prefer, you may fax the completed form to 1-800-447-4613.**

Item 5	NUMBER OF LOCATIONS				2002 Number	
Enter the total number of service locations covered by this report as of December 31, 2002. →						0012
Item 6	OWNERSHIP OR CONTROL					
a. Does another firm own more than 50 percent of the voting stock or have the power to control the management and policies of this company?	0014 Name of owning or controlling company					
	Number and street					
	City, State, and ZIP Code					
	<div style="display: flex; justify-content: space-between;"> <div>0013 1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No</div> <div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> <div>0015</div> <div>EIN →</div> </div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> </div> </div>					
b. Did this firm acquire or merge with another company during 2002?	0017 Name of company acquired or merged with					
	Number and street					
	City, State, and ZIP Code					
	<div style="display: flex; justify-content: space-between;"> <div>0016 1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No</div> <div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> <div>0018 Month 0019 Year</div> <div>Date of merger or acquisition →</div> </div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> </div> </div>					
Item 7	REMARKS – Please use this space for any explanations that may be helpful in understanding your reported data. For any separate correspondence pertaining to this report, please include the IDENTIFICATION number shown in the address label area or at the top of the page.					
<div style="border: 1px solid black; padding: 5px;"> <p>Public reporting burden for this collection of information is estimated to average 1.0 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0422, Room 3110, FB 3, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0422" as the subject. PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of this form.</p> </div>						
Item 8	CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.					
0020 Name of person completing this report – Please print		0021 Address (Number and street, city, State, ZIP Code)		0022 Telephone		
				Area code	Number	Extension
Signature of authorized person				0023 Fax		
				Area code	Number	Extension
0024 Title		0025 Date		0026 E-mail address		
Please return the completed form in the enclosed envelope. If you prefer, you may fax the completed form to 1-800-447-4613.						

SERVICE ANNUAL SURVEY

INFORMATION SECTOR

GENERAL INSTRUCTIONS

Your report should be completed and returned in the preaddressed envelope provided on or before the due date. **If the report does not appear to apply to your kind of business or activity, describe your business or activity in Item 1 and complete the remainder of the form as accurately as possible.**

If filing within the required time frame will cause an undue burden and you would like an extension, or if you have any questions, please write to the

**U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001**

or call our Census Bureau representative in Jeffersonville, Indiana at 1-800-772-7851, weekdays from 8:30 a.m. to 5:00 p.m., eastern time.

Always include your identification number, located in the address label, in any correspondence.

IF BOOK FIGURES ARE NOT AVAILABLE, ESTIMATES ARE ACCEPTABLE.

Please read all instructions before making your entries.

Report data for the calendar year specified. If calendar year records are not available, we will accept fiscal year data. Please note, however, that we prefer estimates for the calendar year to book figures covering a different time period. Report all values in dollars (omit cents). Enter "0" in items where appropriate. Please do not combine data for two or more items.

For location(s) sold or acquired during the year specified, report only for the period that the location(s) were operated by this firm.

SPECIFIC INSTRUCTIONS

Revenue

Report revenue for all services rendered and any sales of merchandise for the calendar year specified, even though payment may have been received at a later date. **Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.**

Include –

- Total value of service contracts.
- Amounts received for work subcontracted to others.
- Market value of compensation in lieu of cash.
- Revenue from services performed by domestic locations for FOREIGN parent firms, subsidiaries, branches, etc.
- Dues and assessments from members and affiliates.
- Royalties, license fees, and other payments from the marketing of intangible products (e.g., licensing the use of or granting reproduction rights for software, musical compositions, and other intellectual property).

Exclude –

- Taxes (sales, amusement, occupancy, use, or other) collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Revenue from a domestic parent organization, or from franchise locations owned by others and any franchise or license fees.
- Rents from and revenue of separately operated departments, concessions, etc., which are leased to others.
- Revenue from customers for carrying or other credit charges.
- Commissions from vending machine operators.
- Revenue of foreign subsidiaries (those located outside the U.S., i.e., outside the 50 states, District of Columbia, U.S. Commonwealth Territories, or U.S. Possessions).
- Revenue from the sale of used equipment.
- Installment payments from leasing under capital, finance, or full-payout leases.
- Proceeds from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).
- Intracompany transfers.
- Contributions, gift, grants, income from interest, rental of real estate, and dividends.

SERVICE ANNUAL SURVEY

INFORMATION SECTOR

SPECIFIC INSTRUCTIONS – Continued

E-commerce Receipts/Revenue

(In the following instructions, online refers to any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system.)

Include –

- Revenue from online orders for goods or services placed by a buyer.
- Revenue from online services provided where charges are based on the usage of those services (e.g., commissions or fees from use of computerized reservation systems, financial transaction processing systems, etc.)
- Commissions or fees from the trading of securities or the sale of other financial products online (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-through including referral fees) through your company's Web site.
- Revenue from orders or contracts negotiated online with a buyer and seller on the price and terms for transferring ownership or the rights to use goods or services.
- Revenue from telephone transactions using interactive voice response systems.

Exclude – revenue from:

- Online billings where the order or contract was not negotiated online.
- Delivery of services online where the order or contract was not negotiated online.
- Provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access) where the order or contract for such services was not negotiated online.
- Orders for goods or services placed by facsimile machine or over switched telephone network.